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IMLS WEBINAR
FY2016 NATIVE AMERICAN LIBRARY SERVICES ENHANCEMENT
GRANTEE WEBINAR
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>> ALY DesROCHERS: Hi, everyone, this is Aly at IMLS. Thank you for joining us today. We'll give it a few more minutes before we get started to give people a chance to tune in. For now it would be very helpful if you could let me know in the chat box if you can hear me all right. Just go ahead and type in there if the sound is coming through well.

[Beep]

>> SANDY TORO: Good afternoon. My name's Sandy Toro, and I'm joined here today by Madison Bolles, and Aly DesRochers. We'd like to welcome you to managing your FY2016 IMLS Grant information session. Let me start by saying congratulations once again on receiving one of this year's IMLS Grants. This year we received 49 proposals and we funded 14 of those. Our request was, or the field's request, was for a little over \$6 million, and we Awarded a little under 2 million. If you have a Native Hawaiian Award, we received 6 proposals and we funded 3 of those. The full amount requested was almost \$900,000, and our Award totaled a little over \$400,000. So what we're going to talk about today will be relevant to both Grants in the Native American Library Services Enhancement Program and the Native Hawaiian Library Services Enhancement Program. The phones are muted but please use the chat box to let us know if you're having any difficulties and we'll do everything we can to help.

Finally, we'll be recording the webinar, and posting it on our website for general access.

[Recording started]

This is just a brief outline of the content we'll be covering today. First we'll talk about your responsibilities and obligations as a Grantee. Next we'll talk about understanding your Award packet. Then

we'll look at finding information on the IMLS website and reporting and performance measurements. Finally, we'll give you some advice for managing your grant, and we'll have time for questions and answers.

You have five basic responsibilities as an IMLS Grantee. The first of these is to carry out the Project activities that you described and defended in your proposal. In short, this is why you're being provided with funding.

There's an assumption that you'll undertake the activities in the order you describe, according to the work plan that you laid out, and spend the funds you requested and that you proposed as cost share, as well as achieve the results you intended.

The second responsibility is to adhere to the awards terms and conditions. So let's spend a few minutes on these by focusing on those that are most likely to be relevant to your Project. Please note that there are others, and we'll talk in a minute about where to find the complete set of references, but for now, we'll limit ourselves to three that you most assuredly need to keep in mind.

Many, and indeed probably most, Project directors find themselves needing to change some aspect of their work plan or budget over the course of their Project. We understand that proposals are best guesses and we expect that situations will arise that necessitate a shift of some kind. If you need to extend your Project's end date, adjust some aspect of the Project's scope or methods, substitute key personnel, make a new hire with Project funds or reallocate budget funds on either the IMLS site or in your cost share, you are obligated to request approval from us.

You need to make your request in writing to me, Sandra Toro, and do it in advance rather than after the fact. If you need to request a change to your Project, please get in touch with me as early as possible so that we can help you through the request process. And the terms and conditions I believe it says requests can take up to 30 days to process, and sometimes we need these processed much sooner, so I advise giving me a call and sending an email.

Now, when you applied for the Grant and when you accepted it, you agreed to follow a series of specific government-wide requirements for implementing federal Grants. They're referenced in the Guidelines for the Grant programs to which you applied, and they're also listed in those General Terms and Conditions which reside on our website. They include but are not limited to complying with nondiscrimination laws, not doing business with any organization or person that has debarred or suspended by any federal department or agency, providing a drug-free workplace, complying with federal law pertaining to human trafficking, and not conducting political lobbying within your Project.

You must acknowledge IMLS support of your Project in materials that publicize or result from your Grant activities. We'll be talking a little bit about this more later on in the presentation but basically you'll need to refer to the Grantee Communications Kit on our website.

So in sum, the three most important terms and conditions you should

keep foremost in mind are: Knowing when you need to request approval in advance for certain types of changes in your Project, knowing that you need to follow a series of federal laws, and knowing that you need to acknowledge IMLS support.

The third responsibility you have as an IMLS Grantee is that you must submit both financial and narrative performance reports according to the schedule that came with your Award Notification.

Fourth, you must let us know if there are any significant and relevant programmatic, administrative, or financial problems that arise during the course of your Project. That can be a phone call or an email to me, and, fifth, you must maintain documentation which is subject to audit of all the activities and expenditures affecting the Award. You should do there in accordance with your institution's accepted business practices. You don't need to send this to us unless and until we ask for it, but you do need to maintain it.

And as an example, I'll often get emails asking if I need your time sheets for Project staff, and I don't need those time sheets, but it doesn't mean you shouldn't keep them in case you get audited later.

When you were notified of your Grant Award you received an email with several documents attached. Those included the Official Award Notification and your approved Project budget. These are very important documents for managing your Grant.

So let's take a moment to look at your Official Award Notification for Grants and Cooperative Agreements. This is a two-page document that defines the basics of your relationship with IMLS. So starting on the left side, you'll see your authorizing official's name. This is the person who must sign your reports, your change requests, and your requests for payment.

To just reiterate that, the Project Director can never serve as the authorizing official, and that's an IMLS policy, so we use it as a kind of checks and balances.

Below that, you'll find your Award number, which should start with an NG. This is the number we use to track everything about your Grant, so we ask that you put it in the subject line of your emails to us, as well as on the reports that you submit.

Below that, you'll see your Award period with start and end dates, and we hold you to those. Generally speaking, you can't start your work before the first date, and you can't extend beyond the second one. If you're unable to complete the Project activities in this period, you may request a one-year no-cost extension. And you can refer to the terms and conditions for more information, or set up a time to talk with me.

Listed below that is your reporting schedule. You want to make sure that these deadlines don't sneak up on you, not submitting a report on time can mean that your organization can't draw down funds or be Awarded future IMLS Grants. We require reports once a year and they're due in pairs. Performance and financials. So if your Project is one year long, you will have only one performance report and one financial report to

submit. If it's two years long, then you'll have interim performance and financial reports due at the end of the first year, with final reports due after the completion of the second year for a total of 4.

Predictably if you have a three year Project, you'd have more but most Enhancement Grants only go for two years unless you get the no cost extension. In some instances it's you're able to get another extension. But they would have to go to our Director.

Moving to the right this is where you see the Project Director's name. This is the person who will direct and oversee your Grant activities. Beneath that, you'll see the total Award amount, meaning the IMLS funds that have been committed to your Project, and underneath that, your cost share obligation, which spells out the dollar equivalent you're required to provide for the Project.

On page two of the Award Notification, you'll find the basic Award information. This points out the legal basis for your Award, and some of this is what we say is by reference. So IMLS assumes that you'll read this carefully, including the documents referenced. The good news is that everything referenced is available online. It's not light reading, but it is very important.

Below that, you'll find my name, phone number, and email address as your Program Officer, and below that, information about your finance contact here at IMLS. If you can't put your hands on these two pages right now, you should work on finding them. They're very important. And if you can't find them, get in touch with us at your earliest convenience, and we'll work on getting you copies.

You may have been asked to submit a revised budget at some point during the application review process. An IMLS budget form looks like the image on the left. The final approved budget was sent as part of the email you received when awards were announced, so to make sure you're using the right one, check what your budget says against the IMLS Award amount, and the cost-share listed on Page 1 of your Official Award Notification. If anything seems out of order or not what you expected then please get in touch with us and we'll figure it out.

And now I'll turn it over to Madison.

>> MADISON BOLLS: Hi, everyone, and congratulations on your Award. Here we're going to be taking a look at the IMLS website which is www.imls.gov and it is another important source of information about your Grant. When you go to our home page at imls.gov, you will see at the top a tab marked Grants with the sub-heading called manage your Award. This section of our website is all for you. On the manage your Award page you'll want to navigate to the administration page on the right side bar. An important item here is the General Terms and Conditions for your IMLS discretionary Award. You'll find three PDFs. The first is the General Terms and Conditions for discretionary Grants and Cooperative Agreements for awards made after March 1, 2016. And there are two other terms and conditions for awards made previously. Please make sure you refer to the correct terms and conditions. Note that if you have other

active IMLS Grants, they may be subject to different terms and conditions based on when they were Awarded.

Because yours is an FY1026 Grant, you should refer to the most recent version of the terms and conditions for IMLS discretionary Grants and cooperative agreement awards. These terms and conditions will be in effect for the entire duration of your Award.

Native American, native Hawaiian Enhancement Grants are considered discretionary awards just like any other competitive Grants we make at IMLS.

If you go a bit farther down the administration page we come to the materials for reporting. We have already noted that your reporting schedule came to you when you received your Award Notification and when it comes time to submit your reports, you'll want to visit this page for the forms, instructions, and guidance for both performance and financial reports.

We've arranged the page chronologically so that the instructions and forms for interim reports come first, followed by the final report.

Now, please remember the following reporting essentials --

Refer to your Award Notification for your reporting schedule. All reports must use the IMLS forms available on our website. And the first page of the report must be signed by an authorized certifying official. You'll need both your DUNS and EIN numbers to complete these reports.

Now, to submit your reports, you need to put your Grant number on all reports in the subject line of all of your emails. You should send these completed reports to IMLSreporting@imls.gov. Note that you must retain all financial records related to your Grant for three years following your submission of the final report.

Now I'm going to go through the specific forms that you'll need for reporting. The federal financial report form, also called SF425, which is shown here, comes in a PDF format that is downloadable from that administration page of our website, as are the instructions for completing it. You'll submit this form by emailing it to IMLSreporting@imls.gov.

For Grants Awarded after October 1, 2016, so all of these new Grants you were just Awarded, you will see that the administration page of our website has some new templates. Previously, Grantees submitted a cover sheet form in addition to their narrative report text. Now we're requiring the use of this standard form which asks for specific information about activities, changes to your Project plan, and lessons learned. There are slightly different templates for interim and final performance reports, so please make sure you are using the correct one. You must complete the first page of your Award information, including the signature of the authorized official of your institution. If your report doesn't follow this format, it will be stopped in its tracks until you resubmit it.

When writing your narrative report, remember that your impact can focus on stuff like outputs, such as patrons served. You also want to

report on the status of your schedule, explaining delays, and describe both Project successes and challenges. Include a justification of travel with attachments, and this is especially critical if you do any foreign travel.

Detail these activities by Grant funded staff such as increased time and effort to run a conference, or event, and include equipment purchases. But you need to incorporate your performance measures that were a part of your original application into your narrative report.

Remember, all reports must be emailed to IMLSreporting@imls.gov, and you must include that Grant number in the subject line of your email.

In addition to introducing these new templates for performance reports, we've also created new documentation with instructions for completing them. The instructions go through each line of the form, and describe what information needs to include. Please contact Sandy, your Program Officer, if you have any questions about the new format or instructions.

On your report form, you'll also have to provide information about the specific performance measures statements for your category of Projects. You selected one or more Performance Goals on your Program information sheet when you applied to the Program and you should include these in your reporting. Please refer to the performance measures statements page on the IMLS website for more information. Make note, if you selected a content and collections performance goal, we do not provide standard performance measures statements for this kind of Project.

We held a webinar about performance measures this summer which I highly recommend viewing and it is linked from our webinars page from the IMLS website.

As a note to underscore the importance of submitting your reports on time, if a Grantee has a delinquent report, we cannot process any reimbursements from that particular Grant no new Grants will be played to organizations with any delinquent report and an organization may become ineligible for any future awards by IMLS. Note that these restrictions apply across your entire organization so the ramifications can impact other applicants and other potential Grantees from your institution as a whole.

You may ask yourself: What is the use of reporting? And there are many reasons. It provides transparency and accountability in the use of federal funds. It also meets informational needs of elected officials and other stakeholders. It supports Grant Program evaluation that enables Grantees to improve their performance, and it offers lessons learned and best practices.

Reporting allows analysis and research by IMLS and other organizations, and it supports research across a range of Grants. Finally, it informs other Grantees and potential applicants of the types of Projects a Grant Program can fund.

There's one more form that you'll find on the IMLS website separate

from those pertaining to reports. This is the SF270 form, which is what you need to have funds transferred to you, to your institution bank account, either as an advance or as a reimbursement. Both are acceptable, and you use the same form for each. Also in both cases, you need to send the completed, signed, and scanned form via email to Grantsadmin@imls.gov.

These are some basic instructions for completing the SF270 form. To request reimbursements for your Project expenses, fill out section 11. For advances, for immediate cash needs, fill out section 12. For advances you must submit the request no earlier than 15 business days prior to the beginning of the period for which your funds are requested.

Now these funds must also be fully disbursed within 30 days of receipt, or you will have to return them to IMLS.

When you've completed this form, again, be sure to email it to Grantsadmin@imls.gov with the Grant number in the subject line. If you have any questions about payments, we provided contact information hear for Kim Miller who's in our Grants administration office, and she can help you now.

Now I will pass it back to Sandy.

>> SANDRA TORO: Thank you, Madison. So our office of communications and government affairs is eager to work with you to share good news about your Award. We have on our website a Grantee Communications Kit to walk you through the pro process of publicizing your Grant. You get to the kit from the manage your Grant page on our website.

So this area includes IMLS logos and guidance on how to use them, tips for sharing your announcements, and requirements for crediting IMLS. And I'll just mention that I only saw one that didn't work.

So note that all Grantees are required to acknowledge IMLS funding and the language that you need is there in the kit. We've recently updated the kit to provide a more comprehensive suite of tools for Grantees, and some of the updates include sample social media messages, and we've provided messages that can be used on Facebook, Instagram, and Twitter. So you can just customize them to fit your institution and your Award. We have a social media badge, so if you use social media, you know that posts with visuals of any kind receive way more attention and from the Grantee Communications Kit, you can download a badge or logos that you can use with your social media posts about your Award.

There's also a template press release and event announcement. Our kits for sharing your newslink will provide helpful information about how to notify the press about your Award. And the new template press release and event announcement further guides you as you draft your materials to send to the media.

Finally we now have an IMLS Director quote. One of the most frequent requests we received was for a quote from the Director to go with localized releases, so we've included it on the website that's for use with your materials. I encourage you to browse through this part of our website to see what's available and at always let me know if you have any

questions.

So each Awarded Grant has a web page on the IMLS website which can be found through a search box on our home page. It contains a short description of your Project, and some of the basic information about it. You'll receive an email from me soon requesting your permission to post a selection of your application documents on this page.

And in general, these documents are used by applicants to get a sense of how to submit a successful proposal, so if you do not want to share those documents, you would have to let me know.

So the final source of information I want to bring to your attention today is the code of federal regulations, in particular title 2 CFR Part 200. If you have questions about whether a particular expense is allowable or unallowable for your project this is the best and most thorough resource to consult. Previously cost principles varied according to your type of organization but that's no longer the case. If you have questions, call us but chances are excellent that you'll be able to find what you need by going through this office of management and budget circular.

Now, the final section today is our list of suggestions for approaching the management of your Grant. These suggestions are based on our collective experience over the years, and we share them here because we believe they'll make managing your IMLS Project go more smoothly and give you the maximum amount of time to spend on your Project work.

First up, read everything that came to you as part of your Official Award Notification. If you have an important role in your Project and you don't have these, talk to your Project Director or authorizing official to request copies.

Know your Award number. It's the unique identifier through which we relate to you. Know your report due dates, and remember that it takes a little time to prepare the reports, so allow yourself a few days to do that. Know which budget has been approved by IMLS, and know your cost share requirements, as an actual dollar figure, meeting your cost share is truly a requirement, not an option and you really do need to know it, meet it, and report it. If you encounter any difficulties relating to your cost share, get in touch with me right away. It's not something you want to put off until you're filing your final report.

So download, bookmark, and read the General Terms and Conditions document on the IMLS website. You'll be doing yourself a favor to become familiar with this document now so that you know how and when to use it in the future.

Have your contact information available so you can contact us easily, or have my contact information, and jot down the emails that you need for submitting materials to IMLS. And for performance and financial reports, that's IMLSreporting@imls.gov. And for the SF270 requests for money, that's Grantsadmin@imls.gov.

Our next set of suggestions have to do with getting money transferred to you. There are several specific things you can do to make sure this

goes smoothly. First keep your SAM.gov registration up to date and active. It will expire at some point in the next 12 months and if you don't renew it, we won't be able to transfer money to you. SAM.gov is integral to transferring payments, and has replaced the need to complete ACH forms. So know your expiration date, and be absolutely sure the information for your bank account into which you want the IMLS funds transferred is current and correct.

Make sure you get your reports turned in on time. If they're delinquent, we can't process your request for payment. Make sure the signer of the SF270 request for advance or reimbursement is the Project Director or administrative official in our database, or has been designated by the Project Director or administrative official via an email that you send to me.

And finally, email the correctly completed SF270 as a PDF to Grantsadmin@imls.gov, and include the Award number, that NG dash number, in the subject line.

So in order to help make it easy for us to receive, review and credit you for submitting reports, use the required form to help ensure that all the various offices at IMLS can extract what they need easily. Submit on time so that you don't get delinquency notices and if there are too many of those, your institution could be barred from receiving not just IMLS funds but potentially all federal funds. Being succinct, writing well and answering the questions we ask you to address is the right and the smart thing to do. So as Madison mentioned, you want to give us as much information as possible. And sending electronically saves paper, is quicker, and makes your reports easier to track.

And, yes, cite your Award number in the subject line of your emails to us when submitting reports. Again, that's the number that starts with NG.

Finally, I'll be your primary IMLS point of contact, and I may touch base with you throughout the course of your Project to request more information about a report or to make sure things are running smoothly. We're always eager to hear about Project successes and developments, as IMLS likes to share some of this information on our social media, blog, and other channels.

Finally, don't hesitate to come to us with questions that you can't answer with the terms and conditions or that circular. We're always happy to help.

In closing our presentation today, we want to make sure you have our names, email addresses and direct phone numbers. Both Aly and I will be working on your Project and we'll be happy to field questions or help you with whatever you might need. Don't hesitate to call us with questions or concerns, or simply to confirm what you believe you already know.

So thank you for your time today. We congratulate you once again. We wish you the absolute best of everything in your Project and we look forward to working with you.

At this time, we can take questions in the chat box, so if you want to go ahead and type your questions into the chat box, we'll answer by phone.

For and pre- and post-surveys it's a nice idea if you want to send them to us to review, but you don't have to send them to us for review.

With Projects that have to do with research, you're supposed to go through what's called an institutional review board, or an IRB, but to my knowledge, we didn't fund any research Projects, so that shouldn't be an issue.

If you -- if that doesn't make sense to you, feel free to give me a call or send me an email, but in general, you do not have to get those types of surveys approved prior to administering them.

We'll give you a couple of minutes if you need to think of any questions. If you don't feel comfortable typing your question, you can give me a call.

You're welcome. Thank you.

So the next question is: What process must be followed in order to change the AOR? Or the authorizing official.

In the past, it was much more complicated, but we've streamlined it, so all you have to do is send an email, and that email can come from someone who's currently authorized, so that can be the Project Director or the authorizing official. You just send me or you can send it to Aly, an email that says: So and so left, or was terminated, and replacing that person is this new person. This is the person's name, contact information. Can you please update your system. And we'll enter that person's information into our Grants management system, and that's it.

But you should do that prior to having that person do any kinds of activities.

>> ALY DesROCHERS: The question is if the salary is being paid with Grant funds is it best to do that with reimbursements or with monthly deposits? It really doesn't matter to us. You can pay those the same way that you pay any other part of the Grant costs. Whatever works best with your accounting needs.

>> SANDRA TORO: Okay, we're not seeing any more questions being typed, so we're going to go ahead and end the presentation. Thank you again, and I look forward to working with you. And please do feel free to call or email, or both. And take care.

[End of webinar]

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